

WOODBIDGE METHODIST CHURCH SAFETY POLICY 2026

Name of Church	Assessment undertaken by
<p>WOODBIDGE METHODIST CHURCH ST JOHN'S STREET WOODBIDGE SUFFOLK IP12 1ED</p>	<p>M.J. PORTER - SAFETY ADVISOR WMC Contact at:- WMCroombooking@gmail.com</p>
<p>Initial Assessment Oct 2023 This Assessment March 2026 Next Quinquennial Reassessment 2032 Annual Review in October or following any incident or accident that necessitates earlier attention.</p>	<p>Area of the building assessed – ALL:-</p> <p>SANCTUARY; OCTAGON; WESLEY ROOM; TOILETS; VESTRY; STEWARDS' OFFICE; ENTRANCE FOYER; UPPER ROOM(S); OFFICE/COMPUTER ROOM; STAIRS, LIFT, CELLAR, STORAGE SPACES AND CORRIDORS. ALL SURROUNDING GROUNDS AND BOUNDARY WALLS.</p>
<p>Next Assessment Review Dates 31 OCTOBER 2027</p>	

WOODBIDGE METHODIST CHURCH, ST JOHN'S STREET, WOODBRIDGE, IP12 1ED

General Statement

So far as is reasonably practicable, Woodbridge Methodist Church (referred to as WMC hereafter) will:-

- Provide and maintain safe and healthy conditions, equipment and working systems for all who come onto our premises.
- Endeavour to ensure the health, safety and welfare of all members of the congregation, employees, contractors, visitors and others who may visit the church, church grounds and any associated buildings.
- Provide information, training and supervision as appropriate for these purposes.
- Have a standing item on the agenda of the Church Council and Property and Finance Committee to discuss Safety Matters.
- Consult with contractors, employees and voluntary workers in order to seek their views on health and safety matters.

Signed

Name Rev Saul Tadzaushe

Date ...12 March 2026..

Position **Minister**

Contact telephone no. **01394 383674** nmaminister@methodistic.org.uk

Contact e-mail address & Website for all matters relating to this Safety Policy:-

WMCroombooking@gmail.com
<https://woodbridge.methodistic.org.uk/>

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PART I - ORGANISATION AND RESPONSIBILITIES

A. Responsibility of the Church Council (CC)

The Church Council has overall responsibility for health and safety. They will ensure that arrangements are in place to satisfy all legal requirements of the various health and safety regulations and appropriate Codes of Practice and that the Safety Policy is implemented.

B. Responsibility of the WMC Property and Finance Committee (referred to hereafter as 'the Committee')

Persons appointed to the Committee are responsible for the day-to-day implementation of the arrangements outlined in this policy and in particular to:-

- Be familiar with Health & Safety legislation as far as it applies to church premises
- Be familiar with this Health and Safety Policy and the implementation of its contents.
- Ensure so far as is reasonably practicable, that safe systems of work are in place, that all plant and equipment used is properly maintained and kept in good condition and that all operators have received appropriate training
- Ensure that adequate access and egress is maintained and that the premises are kept clean and tidy.
- Ensure the church grounds are properly maintained
- Ensure that safety equipment, including firefighting equipment, is available and maintained and that where such equipment or clothing is provided that it is used by all personnel where this is required.
- Ensure that where food hygiene regulations apply, they are observed

C. Responsibility of employees and voluntary workers

All employees, voluntary workers, visitors and contractors working at or on the site, have a responsibility to co-operate in the implementation of this safety policy and to take reasonable care of themselves and others whilst on church business or premises and must therefore:-

- Comply with safety rules, operating instructions and working procedures;
- Use protective clothing and equipment when it is required
- Report any fault or defect in equipment immediately to the Property and Finance Committee using the contact details on page 2
- Report all accidents - however minor - injuries, "near misses", or other potential safety hazards to the appropriate person, as soon as possible, using the appropriate form where necessary (see item 4. Below) and the contact details shown on Page 2

D. Responsible persons

All references to “Responsible Person” throughout this document refer to all members of WMC Church Council and Property and Finance Committee

E. Asbestos

An ‘Asbestos Management Survey’ was commissioned and completed on 21/06/2017 and asbestos was either found or presumed to be present in the following 5 situations: -

1. Rear building extensions – bituminous damp-proof course – very low risk.
2. Gas Heaters – 7 in number: presumed presence.
3. Main Incoming Electrical Fuse Box – flash guards – very low risk.
4. 1st Floor Bathroom: wall mounted Boiler: presumed presence.
5. Ground Floor Kitchen: Floor Standing Boiler: presumed presence.

Actions taken to mitigate the hazards associated with this material are detailed in Appendix 6, page 22. The full report is available in the Stewards’ Office.

PART II- ARRANGEMENTS FOR IMPLEMENTATION

1. Accidents and First Aid

- First Aid Boxes are located in:
 - Kitchen - at end of storage corridor
 - Cupboard in main entrance foyer
 - 1st Floor - Room A
- * OUT-OF-DATE CHECK NEEDED PLEASE some may need renewing /disposing of!

- Trained, qualified first aiders are:-

David Ball, Sandra Ball, Helen Peats, Deirdre Rothwell, Derek Rothwell, * UPDATE CHECK NEEDED PLEASE some may need renewing or more volunteers acquired!

- Accident Reporting Books are located in:
 - Kitchen - book 1: numbers 1 - 49
 - Room A - book 2: numbers 50 - 99
 - Steward's Office - book 3: numbers 100 - 149

The Accident report should be completed as soon as possible after the event following the instructions in the book.

Members of CC / P&F Comte. Will need to check all 3 books from time to time (Suggest monthly?) to find any reports that may have been completed but not investigated.

- Reported Accidents:
 - All accidents or dangerous occurrences **that are Statutorily reportable**, will be reported to the enforcing authority within the required timescales, by the Committee.
 - All accidents and reported incidents will be reviewed by a member of the Church Council or the Committee and they will submit a report to the Property and Finance Committee and thence to Church Council.
 - All records and reports appertaining to any accident or dangerous occurrence will be securely kept under the provisions of current Data Protection legislation by the Church Secretary.

2. Fire Safety

The first priority in case of a fire being discovered is to raise the alarm and ensure that all occupiers of the building can be safely evacuated. Only very minor fires should be “fought” and the person(s) doing so must first ensure that they can themselves escape quickly and safely.

Our policy is to fulfil our obligations under current legislation (The Regulatory Reform (Fire Safety) Order 2005) and to achieve this we have: -

Undertaken an assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This document, **The Woodbridge Methodist Church Fire Safety Policy and Risk Assessment 2023** is kept available for public display at the Church and on the WMC Website and is updated annually and fully reviewed quinquennially.

3. Electrical Safety

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill.

All users of the building and grounds must observe the following instructions:-

- visually check all electrical equipment before use
- report all faults immediately to the Committee (See item D, page 4)
- do not attempt to use or repair faulty equipment
- do not bring any electrical equipment onto the premises until it bears a notice showing it has been tested and certified safe by an approved person.
- switch off and/or disconnect all electrical equipment after use, or, if it is in continual use for more than 1 day, the responsible person shall record it as being so used and shall inspect it regularly and at periods of not more than 12 calendar months, recording such inspections against the register of equipment.

A list of our portable electrical appliances will be maintained by the Committee ~~Safety Officer~~ (Appendix 4)

Every year, or at such other time period as is determined, electrical system and all portable equipment including plugs, cables and sockets will be visually inspected by the Committee ~~Safety Officer~~ to ensure that they are undamaged and are maintained in good order. All users of electrical equipment must report any damage to the responsible person who will take appropriate action.

- All portable electrical equipment will be tested using the correct equipment to complete the tests, by a competent person with an appropriate level of knowledge and experience in this field of work, including how to use the testing equipment and how to correctly interpret the results. Unsafe equipment shall be placed immediately out of use and shall not be permitted to be re-used until certified safe by a competent person;
*(Electricians or electrical contractors who are only registered to undertake work on domestic installations under Part P of the Building Regulations **are not deemed acceptable by Methodist Insurance.** This needs a qualified electrician with full scope registration or membership to work on commercial installations and certified with the National*

Inspection Council for Electrical Installation Contracting (NICEIC), The Electrical Contractors Association (ECA), The National Association of Professional Inspectors and Testers (NAPIT) 18/6/2024

otherwise, it shall be disposed of immediately and appropriately.

All such equipment shall be retested at appropriate intervals to current standards, but not more than 5 years shall be permitted between tests. Any equipment that shows signs of possible faults or damaged shall be taken out of use immediately and tested as soon as possible: such equipment will only be permitted to be re-used after satisfactorily passing test results

Any cables or extension cables shall be positioned and protected so as not to become an unacceptable trip risk and also so that they are not subject to mechanical or heat damage.

4. Gas equipment safety.

All our gas-fuelled equipment shall be maintained and checked annually by a competent contractor who is registered with the Gas Safe Registration scheme.

All necessary work required by the company mentioned above shall be carried out in accordance with the time scale determined by their report.

5. Hazardous substances

Where possible we have eliminated the use and presence of hazardous substances: where this is not possible, our safety arrangements are as follows:-

- A check was been made in 2017 for the presence or suspected presence of asbestos in the building by a competent person and recommendations and requirements have been acted upon. See Appendix 6 for details
- Any hazardous substances, including those marked as “harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment” shall only be brought onto the premises with the express, written and recorded permission of the responsible person. Where such items are given permission to be brought onto the premises, they must only be used in strict accordance with the safety data sheets relevant to the individual compounds, including the correct use of all protective clothing and equipment, storage facilities and any quantity limitations as specified in those data sheets or in other legislation. In addition, the person using such materials must also know what to do in case of accident or spillage.
- No hazardous substances as referred to above, or any other chemicals, may be mixed at the premises.
- No hazardous substances may be stored in unmarked containers. All containers used to store such substances must comply with the relevant safety data sheet and any other legislation requirements.

6. Safety of plant and machinery.

A list of all plant and machinery is shown in appendix 1, page 12, showing the required frequency of inspection by a competent person and recording all reports appertaining to that plant or machinery and recording all remedial actions taken subsequent to such reports. This list will be updated by the responsible person.

7. Slips, trips and falls - condition of floors, steps and paths:

In order to reduce as far as is reasonably practicable the risk of slips, trips or falls, an inspection shall be made of all floors and stairs inside the premises and all paths, steps and passageways in the church grounds at least every 5 years by a designated person. Any defects will be reported to the Property & Finance Committee who will arrange for appropriate repairs or remedial measures to be carried out.

Any person noticing a defect or deterioration in the premises should report these to any member of the Property and Finance Committee, a Steward or the Minister.

8. Lighting

In order to ensure that the church is adequately lit, an inspection will be made at least annually by a designated person to ensure that all lights in the church premises and grounds are adequate and are working. Any deficiencies will be reported to the Property & Finance Committee who will ensure that remedies are carried out with regard to all appropriate safety procedures.

All users of the building are to report any defective lighting facility to the responsible person as soon as possible after the defect is noticed.

9. Working at High Levels

The following areas are designated as high levels:-

- Work on the outer face of the balcony in the sanctuary
- Access to the upper storage areas and water tanks in First Floor "Upper Room".
- Work on the external parts of the building above a height of 2m.
- Work to replace any light bulbs or fittings within the church buildings that are above a height of 3m.

Only the following people may work at high level:-

- Contractors brought in to specifically undertake such work
- Church members or volunteers, familiar with the safe use of ladders or any other equipment to be used and when properly supported by at least one other experienced person

10. Preparation of Food

All persons (including any hirers of the premises) who prepare food on the premises, or who bring prepared food onto the premises, which is intended for sale or for consumption on or off the premises, will adhere to the provisions of all legislation appertaining to the preparation and sale of any such food.

In the preparation of food, certain components, tools and equipment are potentially dangerous – including sharp knives, heavy, bulky and/or hot materials, moving equipment and electrical / gas appliances. In many situations, food hygiene requirements and precautions must be observed. Great care must be taken in the storage of food and in the use and cleaning of work surfaces or equipment. Sharp ‘catering’ type knives should always be returned to drawers or cupboards after use to keep them out of general ‘sight’.

11. Manual Handling: lifting, carrying and moving loads

Our policy is to eliminate the need for manual handling as far as is reasonably practicable. Where it is not possible to avoid the need to move loads, we have carried out risk assessments and will make use of lifting aids as far as possible.

The necessary training will be given to all employees and voluntary workers who are required to undertake manual handling. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. Display Screen Equipment

There is insufficient use of this type of equipment at present to warrant any action under this heading. If and when any such equipment is acquired, a risk assessment will be carried out before the equipment is brought into use.

13. Hazardous buildings/glazing

Our policy is to ensure that our buildings are safe and without risks to the health safety and welfare of all who work in them or use them. In order to achieve this:-

- The buildings are inspected by a designated person and any defects are reported to the responsible person who will arrange for necessary repairs or improvements to be undertaken. Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent works can be carried out.
- All glazing is checked from time to time by a competent person and with particular regard to glass in windows below waist height, or glass in doors or beside doors below shoulder height to ensure all regulatory requirements are complied with.

14. Child and vulnerable person protection

The church operates a published Safeguarding policy with reference to vulnerable people that attend our premises.

15. Personal Safety - Lone Working

This item has been incorporated into the WMC Risk Assessment for Lone Working document.. Such risk assessments will be reviewed at periods of not more than 5 years.

16. Risk assessments - activities

Risk assessments will be carried out by a designated person on all areas of the church premises and for all activities that carry a significant risk in order to meet our obligations under the Management of Health and Safety at Work Regulations 1999. Such risk assessments will be reviewed at periods of not more than 5 years. Procedures established through these risk assessments must be followed.

Covid – 19 – this has required the implementation of 3 new Risk Assessments; -

Worship Services,

Communion Services and

Lettings and Hiring of rooms in the building.

These have been undertaken with regard to Government Guidance and other information and are updated frequently. One area of concern, ventilation, is detailed in Appendix 5 at the end of this document as well as each individual Risk Assessment.

17. Contractors

Anyone entering our premises for the purpose of carrying out work, other than as an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:-

- Have their own health & safety policy where required by law and provide a copy to the responsible person.
- Provide evidence of Public and Employers Liability insurance in place and maintain such insurance for the entire duration of working at or on the premises.
- Comply with all requirements of this health and safety policy and co-operate with all church officials in providing a safe place of work and a safe system of operation.
- Where plant, machinery or other equipment is brought onto the church premises by contractors, they must be able to show to the responsible person, where necessary, that all such items have been inspected and tested to ensure their safe operation.
- Contractors may only use sub-contractors, or persons other than their own direct employees with the express permission of the responsible person however, all responsibility for the safety of such a person or persons remains with the contractor.
- All contractors will be given detailed instructions of areas where they are permitted to work and the extent of the work they are authorised to undertake by the responsible person. This permit to work will specify any safety precautions they are to undertake.

18. Health and Safety Policy, records and Files

A copy of The Health and Safety Policy will be kept available for any person using or visiting the premises to inspect.

The contents of any files (not containing personal information) will be available for examination by any member of the Church Council.

All records and reports kept by Responsible Persons will be available for inspection by the Chair of the Property & Finance Committee, the Church Secretary and the Church Minister.

Appendix 1

List of Serviceable Equipment Period of Inspection Required

Lift CURRENTLY NOT IN USE 6 months – SUSPENDED

The lift is unable to be repaired by the manufacturer and is currently too expensive to replace.

Until this situation changes the lift will remain out of action and is disabled.

Gas system and equipment Annually

Electrical Syatems **Quinquennially from 2023**

Fire Precautions: Annually – system, equipment
1 month – 13 x Emergency Lights,
4 x Fire Alarm Points

(Tested twice each month if possible)

Lists of fire equipment and testing dates now kept in Fire Safety Policy & Risk Assessment Document

FORMER Appendices 2 & 3 Plans showing Fire equipment and first aid points: and Fire escape routes. ARE NOW DISPLAYED IN THE SEPARATE 'WMC - FIRE SAFETY POLICY' DOCUMENT

Appendix 4

List of portable electrical appliances

Woodbridge Methodist Church

Pat Tester Claire Cogar

Item Number	Location	Item Name	Visual Inspection	Fuse	Class	Pass/Fail	Comments	Date Tested	Next Test Date
1	Office	CCTV Cameras	Pass	TR	2	Pass		21/02/2026	Feb-27
2	Office	HP Monitor	Pass	TR	2	Pass		21/02/2026	Feb-27
3	Office	CCTV DVR Hub	Pass	TR	2	Pass		21/02/2026	Feb-27
4	Office	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
5	Office	BT Hub	Pass	TR	2	Pass		21/02/2026	Feb-27
6	Office	CCTV Cameras	Pass	TR	2	Pass		21/02/2026	Feb-27
7	Office	Extension Cord	See Comments	13A	PC	Pass	One plug socket on extension cord damaged so taped off to protect from further use, other three sockets are safe.	21/02/2026	Feb-27
8	Octagon	BT Hub	Pass	TR	2	Pass		21/02/2026	Feb-27
9	Wesley Room	BT Hub	Pass	TR	2	Pass		21/02/2026	Feb-27
10	Upstairs Office	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
11	Upstairs Office	LG Monitor	Pass	5A	2	Pass		21/02/2026	Feb-27
12	Upstairs Office	Big BT Hub	Pass	TR	2	Pass		21/02/2026	Feb-27
13	Upstairs Office	BT Hub White	Pass	TR	2	Pass		21/02/2026	Feb-27
14	Upstairs Office	CCTV Swann Hub	Pass	TR	2	Pass		21/02/2026	Feb-27
15	Upstairs Office	CCTV Cameras	Pass	TR	2	Pass		21/02/2026	Feb-27
16	Upstairs Office	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
17	Front Hallway	Sebo Hoover	Pass	13A	2	Pass		21/02/2026	Feb-27

18	Front Hallway	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
19	Octagon	Teac CD Receiver	Pass	5A	2	Pass		21/02/2026	Feb-27
20	Octagon	Tapo Plug	Pass	Unknown	2	Pass	unknown fuse as can't open plug but says 13A	21/02/2026	Feb-27
21	Vestry	DeLonghi Heater	Pass	13A	2	Pass		21/02/2026	Feb-27
22	Octagon	Matsui Speaker Set	Pass	3A	2	Pass		21/02/2026	Feb-27
23	Octagon	Tapo Plug	Pass	Unknown	2	Pass	unknown fuse as can't open plug but says 13A	21/02/2026	Feb-27
24	Octagon	Victor Heating Cabinet	Pass	13A	1	Pass		21/02/2026	Feb-27
25	Octagon	Trantec	Pass	TR	2	Pass		21/02/2026	Feb-27
26	Octagon	Ampetronic Loop Induction Driver	Pass	5A	2	Pass		21/02/2026	Feb-27
27	Octagon	Midas Two	Pass	5A	2	Pass		21/02/2026	Feb-27
28	Octagon	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
29	Kitchen	Beko Fridge Freezer	See Comments			Fail	failed insulation resistance - customer advised to replace or get externally sorted	21/02/2026	Feb-27
30	Kitchen	Hotpoint Microwave	Pass	13A	1	Pass		21/02/2026	Feb-27
31	Kitchen	Kenwood Hand Mixer	Pass	3A	2	Pass		21/02/2026	Feb-27
32	Kitchen	Tesco Kettle Black				Pass		21/02/2026	Feb-27
33	Kitchen	Russell Hobbs Toaster	Pass	13A	1	Pass		21/02/2026	Feb-27
34	Kitchen	Vermatic Insect Control Unit + Extension Cord	Pass	13A	2	Pass		21/02/2026	Feb-27

35	Kitchen	Buffalo Coffee Urn	Pass	13A	1	Pass		21/02/2026	Feb-27
36	Kitchen	Timer Plug	Pass	Unknown	2	Pass	unknown fuse as can't open plug but says 13A	21/02/2026	Feb-27
37	Kitchen	Lincat Hot Water	Pass	13A	1	Pass		21/02/2026	Feb-27
38	Kitchen	Beko Fridge White	Pass	13A	1	Pass		21/02/2026	Feb-27
39	Vestry	Laminator	Pass	3A	2	Pass		21/02/2026	Feb-27
40	Sound Desk	TV - Wall Mounted	Pass	3A	2	Pass		21/02/2026	Feb-27
41	Sound Desk	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
42	Sound Desk	Ilvama Left	Pass	5A	2	Pass		21/02/2026	Feb-27
43	Sound Desk	Ilvama Right	Pass	5A	2	Pass		21/02/2026	Feb-27
44	Sound Desk	Mixer	Pass	3A	2	Pass		21/02/2026	Feb-27
45	Sound Desk	Induction Loop Driver	Pass	5A	2	Pass		21/02/2026	Feb-27
46	Projection Room	Kenq Projector	Pass	5A	2	Pass		21/02/2026	Feb-27
47	Projection Room	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
48	Projection Room	Digitools Reciever	Pass	10A	2	Pass		21/02/2026	Feb-27
49	Office	Printer	Pass	13A	2	Pass		21/02/2026	Feb-27
50	Office	Timer Plug	Pass	Unknown	2	Pass	unknown fuse as can't open plug but says 13A	21/02/2026	Feb-27
51	Office	Black Plug	See Comments			Pass	this plug is encased and unplugged and goes up to next floor, plug was too high voltage for the tester	21/02/2026	Feb-27
52	Office	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
53	Office	Block Multi Plug	Pass	13A	PC	Pass		21/02/2026	Feb-27
54	Upstairs Office	Camera Charger	Pass	TR	2	Pass		21/02/2026	Feb-27
55	Upstairs Office	Oil Heater 1	Pass	13A	1	Pass		21/02/2026	Feb-27

56	Upstairs Office	Oil Heater 2	Pass	13A	1	Pass		21/02/2026	Feb-27
							unknown fuse as can't open plug but says 13A		
57	AA Room Upstairs	Tapo Plug	Pass	Unknown	2	Pass		21/02/2026	Feb-27
58	AA Room Upstairs	Heater	Pass	13A	2	Pass		21/02/2026	Feb-27
59	AA Room Upstairs	Korg Organ Piano	Pass	5A	2	Pass		21/02/2026	Feb-27
60	AA Room Upstairs	Henry Hoover Yellow	Pass	10A	2	Pass		21/02/2026	Feb-27
61	AA Room Upstairs	Tesco Kettle White	Pass	13A	1P	Pass		21/02/2026	Feb-27
62	Sound Desk	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
63	Sound Desk	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
64	Sound Desk	MXF 200 Back	Pass	5A	2	Pass		21/02/2026	Feb-27
65	Sound Desk	MXF 200 Front	Pass	5A	2	Pass		21/02/2026	Feb-27
66	Sound Desk	HDMI Receiver	Pass	10A	2	Pass		21/02/2026	Feb-27
67	Sound Desk	1 TOA	Pass	TR	2	Pass		21/02/2026	Feb-27
68	Sound Desk	2 TOA	Pass	TR	2	Pass		21/02/2026	Feb-27
69	Sound Desk	H TOA	Pass	TR	2	Pass		21/02/2026	Feb-27
70	Sound Desk	PC	Pass	5A	2	Pass		21/02/2026	Feb-27
71	Sound Desk	Amplifier	Pass	5A	2	Pass		21/02/2026	Feb-27
72	Sound Desk	Recorder Denon	Pass	13A	2	Pass		21/02/2026	Feb-27
73	Church	HDMI Socket Plug	Pass	5A	2	Pass		21/02/2026	Feb-27
74	Church	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
75	Church	Speaker	Pass	5A	2	Pass		21/02/2026	Feb-27
76	Church	Extension Cord	Pass	13A	PC	Pass		21/02/2026	Feb-27
77	Organ	Fan	Pass	3A	1P	Pass		21/02/2026	Feb-27
78	Organ	Heater	Pass	13A	2	Pass		21/02/2026	Feb-27
							unknown fuse as can't open plug but says 13A		
79	Organ	Timer Plug	Pass	Unknown	2	Pass		21/02/2026	Feb-27
80	Organ	Organ	Pass	5A	1P	Pass		21/02/2026	Feb-27
81	Organ	Organ Light	Pass	TR	2	Pass		21/02/2026	Feb-27
82	Organ	Ilyama Monitor	Pass	5A	2	Pass		21/02/2026	Feb-27

83	Front of Church Storage Levels	Christmas Lights - Display	Pass	3A	2	Pass		21/02/2026	Feb-27
84	Front of Church Storage Levels	Christmas Lights - Display	Pass	13A	2	Pass		21/02/2026	Feb-27
85	Front of Church Storage Levels	Christmas Lights - Display	Pass	13A	2	Pass		21/02/2026	Feb-27
86	Front of Church Storage Levels	Christmas Lights - Display	Pass	5A	2	Pass		21/02/2026	Feb-27
87	Front of Church Storage Levels	Christmas Lights - Display	Pass	13A	2	Pass		21/02/2026	Feb-27
88	Front of Church Storage Levels	Christmas Lights - Display	Pass	3A	2	Pass		21/02/2026	Feb-27
89	Front of Church Storage Levels	Christmas Lights	Pass	TR	2	Pass		21/02/2026	Feb-27
90	Front of Church Storage Levels	Henry Hoover Red	Pass	13A	2	Pass		21/02/2026	Feb-27
91	Front of Church Storage Levels	Freezer	Pass	13A	1	Pass		21/02/2026	Feb-27
92	Front of Church Storage Levels	Dryer	Pass	10A	1	Pass		21/02/2026	Feb-27
93	Front of Church Storage Levels	Washer	Pass	13A	1	Pass		21/02/2026	Feb-27
94	Front of Church Storage Levels	Christmas Lights	Pass	TR	2	Pass		21/02/2026	Feb-27

Appendix 5

Safety Officer's Inspection report re slips trips and falls (item 7 page 8)

Front of Church: 11/11/17 3/9/21 22/7/2023

The concrete plinth (bottom of staircase) should have its edges clearly and distinctly marked in yellow/white stripes (or similar, distinct colours). This should be completed by 1/9/2024

Staircases between ground & 1st Floor and 1st & 2nd Floor present a minor hazard insofar as the step nosings are not clearly marked. This may be rectified at a future date when general maintenance or decoration is being undertaken; in the meantime the good lighting needs to be maintained. Lighting is currently still good and all are functioning.

Wooden stepladders:

(Currently on ground floor - 4-step & top platform) Appear stable but do not have rigid means of keeping them open in working position. These should only be used for very low-level access or functions or they should be removed to prevent them being used by 1/1/2024.

(Currently on 2nd floor) These should be fitted with a means of securing them in the open/working position - or they should be removed from the premises to prevent them being used.

SANCTUARY 11/11/17 23/7/2023

1st FLOOR BALCONY 11/11/17 22/7/2023

Ill-defined changes in floor levels, irregular step heights and slightly sloping floor areas coupled with a platform-raised seating area, make this a moderate/minor hazardous area. The area should not "normally" be used and warning notices advising of irregular floor levels should be displayed at all points of ingress and at a point close to the organ where it can be seen by anyone leaving the organ area. Lighting should be maintained in good condition at all times.

APPENDIX 5 - VENTILATION

Carbon Dioxide (CO₂) levels may give a good guide to how well ventilated a room is.

Levels of CO₂ in a room that are below 800ppm are ideal and need no further action to be taken.

Levels in excess of 1500ppm of CO₂ indicate that there is a problem with ventilation and that action to remedy the situation is needed. This is likely to be achieved with opening doors and/or windows. Levels between 800 and 1500ppm CO₂ indicate that the situation needs close monitoring and if practicable, remedial action be taken to increase the ventilation levels.

A CO₂ monitor is available in The Octagon for this purpose and gives reasonably accurate readings, however, it must be noted that the readings taken from the monitor are a guideline only! One monitor in a small room (<50m²) or a large room (>320m²) is likely to be inaccurate, as they also will be if there are short periods of use (<1hour) or fluctuating numbers or small numbers of people in the room or if excessive or very strenuous exercise is being undertaken. The Sanctuary, The Octagon and the Upper Room all fall into the "Medium Room" Category, the Wesley Room is a "Small Room". The results should be viewed with interest and caution!

In general, all rooms **except The Sanctuary** are able to be adequately ventilated using opening windows and if necessary, doors. By judicious opening of service doors in the Sanctuary, (main entrance double doors, Wesley Room doors, front of church Access doors and 'Old' double external, sliding doors) adequate ventilation can be achieved most of the time. This room is usually only in use for short periods and combined with its height and minor ventilation points, is suitable for the general uses to which it is put. **It is recommended that in the event of another Covid type situation, a non- battery operated device be fitted in the Octagon and the Sanctuary to give a continuous reading of the CO₂ level**

APPENDIX 6 – ASBESTOS

During an Asbestos Survey carried out in 2017, by Asbestos Survey Solutions Ltd. - asbestos was found, or presumed to be present in 5 situations:-

1. Rear building extensions – bituminous damp-proof course – very low risk.
2. Gas Heaters – 7 in number: presumed presence. As these units are all sealed, the risk, if present, is very low. They are however, old models and will be replaced as they fail and are unable to be repaired. Currently, 1 unit in The Sanctuary is not working and will be replaced as soon as a second unit fails and it becomes either essential or financially viable to do so. In the meantime, only a qualified gas engineer aware of the risk is allowed to work on any of these units.
3. Main Incoming Electrical Fuse Box – flash guards – very low risk. * see note *3 below
4. 1st Floor Bathroom: wall mounted Boiler: presumed presence. * see note *4 below
5. Ground Floor Kitchen: Floor Standing Boiler: presumed presence. * see note *5 below

Action has been taken 2003/4 to mitigate three of the referenced items as follows:-

- *3. The asbestos was removed during the quinquennial electrical inspection and subsequent remedial works in 2023.
- *4. The boiler was replaced in 2023.
- *5. The boiler was replaced in 2024.

Regarding the outstanding matters, as these are regarded as ‘very low risk’ no action is to be taken until the equipment or material is replaced in due course.